



Classification	STUDENT ASSISTANT
Monthly Salary	\$7.86 – \$10.47 per hour
Tenure / Time Base	Temporary / Part Time
Final Filing Date	Until filled
Location	Office of Systems Integration (OSI) Child Welfare Services/Case Management System Project (CWS/CMS) 3775 North Freeway Boulevard Sacramento, CA 95834 Free Parking
Duties/ Responsibilities	Under direction of the Data Processing Manager I, the Student Assistant will learn the asset structure that is in place with the CWS counties and assist in gathering the data and entering the data within a specified tool. The Student Assistant will: assist in the process of pulling together the asset information for internal assets including hardware, software and maintenance and will update and input that data into a database; learn the LAN/WAN infrastructure and assist in the documentation of this infrastructure; assist the Operations group in identification, sorting, and making electronic copies of many critical hard copy documents for submission into the library, allowing a more efficient access to the technical information maintained.
Desirable Qualifications	<ul style="list-style-type: none">● Knowledge of the Microsoft Windows operating system environment.● Knowledge of Microsoft Office software, including MS Word, MS Excel, and PowerPoint.● Knowledge of Adobe Acrobat software.● Knowledge of time management principles and their application.● General knowledge of LAN and WAN.● Ability to learn new information including the ability to learn how to use new equipment.● Ability to learn what different types of hardware are and their intended use, such as PCs, printers and scanners.● Ability to research and document data in an efficient manner.● Ability to work well with others.● Ability to write professional documents.● Ability to ask questions when necessary to clarify any information.

The Office of Systems Integration is committed to providing equal opportunity to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

Who May Apply	<p>Student assistants must be enrolled in an accredited college or university in a minimum of six (6) semester units or nine (9) quarter units and maintain a minimum grade point average of 2.0.</p> <p>Current OSI student assistants are eligible to apply.</p>
Condition of Employment	<p>Upon hire and at the beginning of each semester/quarter, students must provide transcripts and proof of enrollment. Students do not need to be enrolled in a summer semester/quarter to maintain employment.</p>
Submit a Student / Part-Time Employment Application to	<p>California State University Sacramento (CSUS) Human Resources 6000 J Street, Room #300 Sacramento, California 95819-6063</p> <p>Follow the link to download and complete the application: http://www.foundation.csus.edu/hr/forms/partappl.pdf</p> <p>Please reference CSUS position #: 0906SES661 on your application.</p>
Contact Information	<p>Darrin Scheive: 916-263-0521 TDD User: 1-800-735-2929</p>

Position #: 0906SES661

RPA #07-022

Posted: 09/07/2006

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